

**PARKS AND RECREATION ADVISORY BOARD
LONGWOOD CITY COMMISSION CHAMBERS
175 WEST WARREN AVENUE
LONGWOOD, FLORIDA**

**MINUTES
August 4, 2020
(Virtual Meeting – Webex)**

Present: **Jim Vogel, Vice-Chair (arrived 7:28 p.m.)**
 Judi Coad, Member
 Lori Rice, Member
 Teresa Ray, Member
 Amber Sackett, Member
 Ryan Rinaldo, Recreation Coordinator
 Donna L. Alt-Bowes, Recording Secretary

Absent: **Jessica Peters, Member**
 David Putz, Chair
 Chris Capizzi, Leisure Services Director

- 1. CALL TO ORDER.** Member Rice called the meeting to order at 7:06 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTION ITEMS.**

A. Approve Minutes from July 7, 2020

Member Coad moved to approve the minutes from July 7, 2020, as presented. Seconded by Member Ray and carried by a unanimous voice vote with Chair Putz, Member Peters and Vice-Chair Vogel absent.

B. Chili Cook-off

Member Coad recommended Member Sackett sit on the dais since Vice-Chair Vogel had not yet arrived. Member Sackett moved from the table to sit in Vice-Chair Vogel's spot on the dais.

Mr. Rinaldo asked that the Board and staff introduce themselves to Member Sackett.

Member Rice said at the Commission Meeting last night, Ms. Sackett was nominated by Commissioner Drummond to the Parks and Recreation Advisory Board. She thanked Member Sackett and asked her to introduce herself.

Introductions were made and Member Rice thanked Member Sackett for making the commitment and joining the Board.

Mr. Rinaldo said Mr. Capizzi had spoken to Member Ray about the Chili Cook-off since she had expressed an interest in getting involved with some projects. The staff was approached recently by Lt. Bryant from the Police Department. It has gotten progressively harder to get teams for the Chili Cook-off. Inevitably we have teams drop out at the last minute which leaves us short the day of the Chili Cook-off. He said Lt. Bryant is very involved with Community Relations and pitched an idea of doing a BBQ Cook-off this year. Lt. Bryant indicated there is heavy interest within the Police and Fire Departments to submit four (4) to five (5) teams at this time. He said the template, concept of tickets, samples, teams, prizes, and trophies during the Car Show will be the same but it will shift from a Chili Cook-off to a BBQ Cook-off. The Police Department and the Fire Department wishes to get involved with this event. It is fun and it allows them to interact more with the community. The staff wanted to get the Board's opinion and see if this is something worth pursuing, knowing that this is a Parks and Recreation Advisory Board fundraiser. We will be changing a lot of the events this year and maybe it is a good year to change this one and try something different. If not we can always go back to the Chili Cook-off. He opened it up for discussion.

Member Coad asked if they are looking to share the money that we receive for the tickets. She said that money goes to the Board for Parks and Recreation.

Mr. Rinaldo said Lt. Bryant realizes that those funds are directed towards the Parks and Recreation Advisory Board and expressed to him that he would be more than happy to have the Explorers out there in some capacity fundraising, but the ticket sales would directly benefit the Parks and Recreation Advisory Board.

Discussion ensued about the logistics of doing a BBQ Cook-off instead of a Chili Cook-off, what they would be cooking, when it would be held, and doing a Chili-Q Cook-off (both BBQ and Chili).

Member Rice asked staff to provide the handbook for the Chili Cook-off to Member Ray.

C. Banners

Mr. Rinaldo said we are at the point where we can get something picked out and ordered for Reiter Park tonight. Mr. Capizzi had been in contact with Member Coad and tonight we are going to be able to get the stuff ordered for Reiter Park and the Historic District. He said Tom Krueger from Economic Development was approached by CGI, a marketing company, who has a banner program in-house. The City of Longwood is looking into a three (3) year contract with them to run the banner program along Ronald Reagan Boulevard. They are willing to do twenty-five (25) double-sided banners along Ronald Reagan Boulevard at zero cost to the city. These banners are up year-round and they are replaced every year or when they are damaged. They will do all the work from the brackets to the install, removal, and care of the banners. This program may conflict

with the holiday banner program on Ronald Reagan Boulevard in the sense that this company may be looking at certain poles that the holiday banners would be up on and these are year-round banners. He said it is in very preliminary discussions right now between, CGI, Economic Development and Leisure Services. We as the City have the exclusive input on the design of the banners. CGI sells sponsorship space at the bottom of the banner to local businesses and will take up the bottom twenty percent (20%). We can have whatever we want on that top eighty percent (80%). Mr. Rinaldo said he knows there has been a lot of discussion between the Reiter Park banners, the historic banners, and the Ronald Reagan banners and he has been given direction from Mr. Capizzi to move forward with the Reiter Park and historic district banners. There is still some hesitation with purchasing additional banners for Ronald Reagan Boulevard since it is new.

Member Rice asked what Mr. Rinaldo meant when he referenced historic district banners.

Mr. Rinaldo said that he and Member Coad toured the downtown area and there are three (3) street poles along the Community Building parking lot and two (2) street poles in front of the Community Building on Wilma Street that would look very sharp with banners.

Member Ray asked what happened with Orlando Health taking over the banners.

Mr. Rinaldo said there is a possibility that they will come on board as well but he does not envision that happening by the holidays. Orlando Health may be able to do Spring or Fall banners. He suggested going ahead and locking down the holiday banners tonight.

Member Ray asked if CGI would be doing Spring banners and Summer banners or just the holiday ones.

Mr. Rinaldo said they are general "Welcome to Historic Longwood" banners.

Member Rice said they are everyday banners that will hang for a whole year.

Member Sackett asked if the CGI banners would just be going on Ronald Reagan Boulevard.

Mr. Rinaldo replied yes.

Member Sackett asked if they were talking about just doing downtown Longwood, right here with the holiday seasonal ones.

Mr. Rinaldo said yes and at Reiter Park.

Member Coad said she did not realize we were going to talk about CGI tonight. She said she does have all of this information at home and has done some research, except for calling them once she has permission to do so.

Discussion ensued about the banners from CGI, the amount of space that will be allotted for the design, the advertisement on the banners, and whether or not banners can be put on State Road 434 and U.S. Highway 17-92.

Member Coad said she wants to fulfill the wishes of the Commission for the placement of Christmas banners on Ronald Reagan Boulevard (County Road 427) and that before anything gets approved with CGI, it is taken before the Commission for their thoughts.

Member Rice said she would like to move forward with the holiday banners for Ronald Reagan Boulevard (County Road 427), we do not know when the banners from CGI will be ready for installation.

Mr. Rinaldo suggested making a recommendation for what the Board Members would like to see for holiday banners on Ronald Reagan Boulevard (County Road 427), knowing that CGI Marketing may come to fruition sooner rather than later.

Discussion ensued concerning the banners for Reiter Park, the historic district, and Ronald Reagan Boulevard (Country Road 427). The Board chose which banners they would like to see at Reiter Park and on Ronald Reagan Boulevard (County Road 427).

Vice-Chair Vogel moved to forward a recommendation to the City Commission to purchase the seven (7) reindeer banners for Ronald Reagan Boulevard (County Road 427) with the existing Happy Holiday banners. Seconded by Member Rice and carried by a unanimous voice vote with Chair Putz and Member Peters absent.

Member Rice asked if a motion was needed for the historic district area.

Member Coad replied not at this time unless you want to put it on the record.

Mr. Rinaldo said we can tie it into the Reiter Park banners.

Member Coad said she feels it is separate because we are looking to change them out and that way it is clear that we are not crossing discussions.

Member Coad moved to take five (5) of the banners from Reiter Park and install them in the historic district in front of the Community Building and the community parking lot. Seconded by Member Vogel and carried by a unanimous voice vote with Chair Putz and Member Peters absent.

Mr. Rinaldo said there has been a lot of discussion about the double banner topic at Reiter Park. He said we have come up with some extra funding and we are looking for

some direction on the design of the double banners at Reiter Park. He said there are twelve (12) double-sided banners around Reiter Park. He provided the Board Members with a map of the park showing the banner locations and color copies of the banners to choose from.

Member Rice asked if the yellow markers on the map indicated the banners that will be replaced.

Mr. Rinaldo replied that was correct.

Discussion ensued about the number of banners that are being replaced, the installation of the banners, and where the banners will be put up at Reiter Park.

Mr. Rinaldo said a decision should be made tonight about which banners will be hung up at the park to replace the banners that are going to be used on Ronald Reagan Boulevard (County Road 427) and in the historic district.

Discussion ensued about which banners they wanted to purchase for Reiter Park to replace the seven (7) banners that are being removed. The Board Members decided and provided that information to Mr. Rinaldo.

Member Ray moved to begin and end the first, second, and third banners with the blue banners. Seconded by Member Vogel and carried by a unanimous voice vote with Chair Putz and Member Peters absent.

Mr. Rinaldo asked the Board to please provide him with the codes for the banners they chose for Reiter Park.

Member Coad will provide that information to Mr. Rinaldo.

Member Rice said that whatever has to happen with the historic district area Member Coad will work out.

Mr. Rinaldo said he will talk to Mr. Capizzi about the date palms that are no longer at the park and about the savings the Board will have since they are not going to be wrapped with lights.

4. BOARD MEMBER REPORTS

Member Coad said she spoke with Mr. Capizzi about Celebrate the Seasons. They are still planning for it but may have to decide on different options depending on the COVID situation. She asked the Board if there was anything else they would like to see differently about the event to please bring it up. She said the staff has been ordering prizes for the games and they will always get used. Hopefully, COVID passes in the following year and we do not waste anything. Santa's Breakfast is on hold until we get closer to that date and

what the situation may or may not be. She has been working on the banners for the City that was by our previous City Administrator.

Mr. Rinaldo said he has been in contact with Birchmore, a train and ice skating rink, and they still have not decided if they are going to be doing rentals.

Discussion ensued concerning the changes that may have to be made for Celebrate the Seasons this year.

Member Ray did not have anything to report but said she is excited about taking over the Chili Cook-off event and working with Mr. Rinaldo and Mr. Capizzi.

Member Rice told Member Ray that the Board appreciates her taking on the Chili Cook-off and they look forward to that event. She brought Vice-Chair Vogel up to speed on the discussion about the Chili Cook-off conversation earlier in the meeting.

Discussion ensued regarding the Chili Cook-off and what was discussed previously in the meeting.

Vice-Chair Vogel said that in his experience a lot of other cities that do both a Chili Cook-off and a BBQ Cook-off, usually do that as two (2) separate events. He is sure if we wanted to put them together that would be fine.

Discussion continued about the Chili Cook-off.

Member Rice reported and said that she had asked that we talk about the calendar for the remainder of the year at the last meeting. She said she thought it would be an Agenda item but it was not. Looking at the bottom of the Agenda item we have future meetings listed here, September 1, October 6, and November 3 and we can leave those as they are. We have to talk about the December meeting but can table that discussion and save it for next month. If nobody wants to have that conversation now, we can add it as an Agenda item for next month.

Member Sackett asked if the October meeting needed to change since that is National Night Out.

Member Rice explained that it does not need to change because the Board Members attend and volunteer. She said if we have a lot going on that needs to be discussed then we can add a meeting at a different time. We should also look at when Celebrate the Season lands and when that December meeting happens. She thinks we can have that conversation next month.

Member Coad said she would like to leave the December 1 meeting as is on the calendar for now. It is always easier to cancel the meeting if we do not need it than it is to schedule it. She does not know what is on the schedule for the Commission Chambers. Celebrate the

Season will be the following Friday if it takes place on December 4. We have always needed those meetings to make sure that everything is put together before the events.

Member Rice said that last year Celebrate the Season was the second weekend so it was separated from the parade. She said she does not know when the parade is and she does not want to talk about all of that right now.

Member Coad said she just wants it on the schedule.

Mr. Rinaldo said he recommends September 1 as the time to delve into the Fall/Winter events.

Member Rice asked Mrs. Alt-Bowes to put that as an Agenda item for the September 1 meeting.

Member Rice said that Mr. Capizzi emailed the Board Members a new list of projects. She said she printed it out and asked the staff to please forward it to Member Sackett.

Member Coad said she saw on the list of projects, programs, and events that we work with for other parks got deleted. She said the Chair Putz takes Reiter Park as his project. She said that he used to do all of the parks and she would like to see them back on the list. She said the idea of the other parks is that someone can go to the other parks and see what improvements may be needed and bring it back to the Board for discussion. It is a fairly easy project.

Member Rice said the City proposed budget was put forward on July 23 to the Commission with a budget workshop. She said that going forward in September there will be a first and second reading and anyone that wants to see the details of the Leisure Services budget can review it by requesting the proposed budget in detail. She said the staff did a good job putting a lot of detail into the proposed budget this year and she appreciates that. There were some changes within the Leisure Services budget that she might ask about next month. She said the Sunshade Grant that is sponsored through the American Dermatological Association has found a more affordable shade structure company. This particular company works with a lot of municipalities, schools, and daycares so there are also piggyback opportunities. She said comparing what Mr. Capizzi sent her and what we talked about last month it looks to be about a third of the cost compared to another vendor. She said if over the next month you have an opportunity to think where a good place for sunshades might go, bring that information to the September meeting. The grant application is due in October.

Member Coad asked if it was possible to have something sent to us that shows what size of sunshades we might qualify for now.

Mr. Rinaldo said staff would send the email that was sent to Member Rice and it breaks down the cost to the Board Members.

Member Rice said she thinks this company starts at 12' x 12' and these are the hip roof. The sails are more expensive than the hip roof style and we can go square, rectangle, or "T" shaped which she believes is like what is over the bleachers at Candyland Park. She said that is exciting and she wanted to share that with the Board.

Member Rice said that she had a conversation with staff looking at a potentially different type of National Night Out this year due to the concerns of COVID as it relates to serving food and having vendors within that area, which makes social distancing difficult. Staff suggested that we look at potentially a movie on one of the fields utilizing the big screen movie man as well as the Police vs. Fire softball game. We may have the opportunity to use a DJ that can add some entertainment. We would not be cooking or serving any meals, but for the movie, we could give away pre-packaged snacks and drinks. She commented on how the City website mentioned a hotdog supper and was unsure why this was on the site.

Mr. Rinaldo said that it sounds like miscommunication and he would get with someone to straighten it out.

Member Rice asked if she heard something wrong.

Mr. Rinaldo said he will get with the individual who posts stuff on the City website. A lot of times they just recycle the information from years past.

Member Coad said it came on the newsletter she got from the Police Department.

Mr. Rinaldo said he would look into that. He said that it was news to him and thanked Member Rice and Member Coad for bringing that to his attention.

Member Rice said the police department is still willing to bring a couple of their vehicles and the fire department can still bring their vehicles as well. What we will be not having is the Commissioners cooking and other Board Members or volunteers serving a hotdog supper. Also, there will not be any bounce houses, rock climbing wall, or vendors setting up. She asked if anyone has any suggestions or can think of any way to amp this up while being cognizant of the circumstances.

Member Coad asked how many people we cooked for and served.

Member Rice said it was about 800.

Mr. Rinaldo said that all of the events coming up are going to have to be modified this year. A lot of cities have already removed their National Night Out.

Member Coad asked what Lake Mary was doing.

Mr. Rinaldo said he will check with them. He said he is more in tune with his colleagues in Lake County. He and Mr. Capizzi, in talking with Member Rice, thought hosting a movie on the field in conjunction with the police was a good alternative to canceling the event.

Member Rice asked if police and fire still want to do the ball game.

Mr. Rinaldo said he received an email that the fire department is very interested and he is waiting to hear from the police department.

Member Rice said part of her feels like this would be a movie night and asked if we start Movie in the Park events at Reiter Park in October.

Mr. Rinaldo said yes.

Member Rice asked if we would be doing two (2) movies in October or if we would be just taking it over to Candyland.

Mr. Rinaldo said he thinks they would do two (2) because this movie is National Night Out and then you roll into the Movie in the Park calendar.

Member Rice said she is disappointed and she cannot change the circumstances within the world but if we do not more than a movie, it is not a good representation of National Night Out. She knows she cannot push for the way it should be and given the circumstances, it is none of our faults.

Mr. Rinaldo said that at the September meeting we can discuss it as we will still have a little time, but for now we can just dismiss the idea of having a National Night Out in October.

Member Rice said that is kind of how she has been feeling because it will just be a movie and a ball game as it stands.

Mr. Rinaldo said he will look into what other cities are doing as well.

Member Rice asked that Mr. Rinaldo let her know about Lake Mary as soon as possible because a lot of other cities do block party type events. At these events, they just encourage people to turn on their porch light but Lake Mary does create a large event much like ours.

Member Coad asked about Halloween and the vendor situation.

Mr. Rinaldo said National Night Out was kind of unique because out of the thirty (30) vendors we get, twenty (20) of them are not doing in-person promotions right now. He said that was the main driving point with us coming up with a new concept for National Night Out.

Member Coad said Halloween gets a huge crowd and asked how that is going to be handled this year. If we do not think far ahead enough on some of these events, because we only meet once a month, it is going to be tough planning.

Mr. Rinaldo said he and Mr. Capizzi are going to be meeting with the Acting City Manager, Mr. Gioielli, to come up with alternative plans for some of the big events.

Member Rice commented on the Food Truck Invasion in her Staff Report which is happening in Longwood. She said this completes her report.

Member Rice advised Member Sackett that this is her opportunity to say anything that she would like. If she decides to work on a project, she would update the Board on the project at each meeting. If she has any comments or concerns that she wants to address, this is her opportunity.

Member Sackett did not have anything to report since this is her first meeting.

Vice-Chair Vogel had nothing to report this month. He said he has been speaking with some people about different events but that everyone is at a standstill with the coronavirus. He will start talking to people again once the current situation has settled down.

5. STAFF REPORT

Mr. Rinaldo said the Food Truck event is Thursday, August 13, 2020, from 5:30 p.m. to 8:30 p.m. He said Summer Camp was wrapped up last week and we were very fortunate to rent the space from the Historic Society, have the program that we entertained, and provide child care services to about thirty-five (35) families who were very appreciative for that service. He said the building was cleaned every week and the staff wore masks when they were inside. He said there were no incidents with camp this year.

Mr. Rinaldo said this Saturday, August 8, 2020, from 5:00 p.m. to 8:00 p.m. is the Downtown Longwood Cruise-In Car Show in historic downtown Longwood. He said the Food Truck Invasion will be August 8, 2020, from 4:00 p.m. to 9:00 p.m. at Reiter Park. Mr. Rinaldo explained to the Board Members how this event came to fruition.

Member Coad asked if this was a competition.

Mr. Rinaldo said no.

Mr. Rinaldo said he and Mr. Capizzi are in active conversation with the company we contract with regarding the Longwood Arts & Crafts Festival and the Pirate Seafood Festival. He said they will be speaking with the Acting City Manager, Mr. Gioielli, and the Emergency Operations Center (EOC) Director, Fire Chief Mike Peters about how these events will proceed moving forward. They have talked about doing heavy modifications. The kid zone will be eliminated at the Pirate Seafood Festival because there are a lot of high contact items and the vendors will be spaced out more than normal utilizing the area that used to be the kid zone. There are preliminary talks and they should have a decision by the end of the month on these two (2) events.

Member Rice said the kid zone at the Arts and Crafts Festival cost us a lot of money.

Mr. Rinaldo said it was free.

Member Rice said it was free for kids and families but it cost the City lot of money. We made \$100.00 and it cost a whole lot of staff time. The City paid for the kid zone.

Member Coad asked if we still have to pay if the Longwood Arts and Crafts Festival is canceled.

Mr. Rinaldo said that is something the attorney will have to look at.

Member Rice suggested we would not have to pay them because it is a percentage of what the City makes.

Member Coad said the Commission was very pleased with Summer Camp, spoke very highly of it, and mentioned what a wonderful job Mr. Rinaldo did putting it on.

6. ADJOURNMENT.

Member Coad made a motion to adjourn. Seconded by Vice-Chair Vogel and carried by a unanimous voice vote with Chair Putz and Member Peters absent.

Meeting adjourned at 9:14 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 09-01-2020

_____/S/_____
David Putz, Chair

ATTEST:

_____/S/_____
Donna Alt-Bowes, Recording Secretary

The Official signed minutes are on file in the City Clerk's Office.

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